

Monday – Wednesday - Friday Services (INSIDE)

Perform services each regular State work day, except State holidays.

- a. In office/cubicle areas empty wastebaskets and trash receptacles, collect with other designated "TRASH" (if any), securely bag loose paper and other refuse likely to be wind-blown or attract birds and deposit in State-furnished dumpster. When not actually in use, keep dumpster lid closed and secured to minimize litter.
- b. Spot vacuum carpet in offices/cubicles to remove loose debris and dirt.
- c. Police stairwells (if applicable) for loose debris.
- d. Clean glass doors and relites at main building entries. Clean interior glass and windows, leaving in a streak-free condition.

M – W - F SERVICES (OUTSIDE)

Perform services each regular State work day, except State holidays.

- a. Police sidewalks and grounds of litter. Sweep building entryways, loading docks, ramps, driveways, and sidewalks. Collect debris and dispose of in State-furnished dumpster.

WEEKLY SERVICES

Perform weekly services on a regular schedule, as approved by the Project Manager.

- a. Between 5:00 p.m. Thursday and 11 p.m. Sunday, thoroughly vacuum all carpeted areas.
- b. Wash or damp wipe exterior ashtrays.
- c. Stairwells (where applicable) - sweep hard-surface floors, using a dust mop treated with polyethylene glycol or similar dust retardant. Sweep concrete floors with a broom.

EVERY TWO WEEKS (Semi-Monthly) SERVICES

Perform services on a regular schedule, as approved by the Project Manager.

- a. Damp mop and buff hard-surface floors and stairways to remove traffic marks and restore luster.
- b. Check walls, doors and frames and remove smudges by damp-wiping.
- c. Remove spots and stains from carpet, using methods approved by Project Manager.

SEMIANNUAL SERVICES

Perform services on a regular six-month schedule, as approved by the Project Manager.

- a. Wash stained, dirtied, soiled, trash receptacles.
- b. Strip wax from hard-surface floors, rinse stripper from floor with clean water. When dry, wax and buff to a high sheen.

ANNUAL SERVICES

Perform annual services on a regular schedule, as approved by the Project Manager.

- a. Clean walls in public hallways, stairwells and piping. Clean stairs, landings and railings in stairwells. Damp wipe baseboards.
- b. Remove dust from ventilation grilles and diffusers.
- c. Damp wipe or vacuum window coverings (shades, venetian blinds, etc.) and overhead pipes and moldings over 6 feet from floor.

CARPET SHAMPOOING (HIGH-TRAFFIC AREAS)

Perform as directed by Project Manager.

- a. Shampoo carpet in high-traffic areas, defined as entryways, stairways, elevator lobbies, and corridors. Steam or "dry" (powder granule) methods are not acceptable.

CARPET SHAMPOOING (REMAINDER OF BUILDING)

Perform as directed by Project Manager.

- a. Shampoo carpet in remainder of building, not included in 3.08(a).